



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
WEST REGION, SOUTHWEST AREA
301 MARSHALL AVENUE
FORT RILEY, KS 66442

REPLY TO
ATTENTION OF

PECP-PAC-A

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Area Competitive Professional Development Policy and
Procedures Guidance Memo No. SWA-05-02

1. Competitive Professional Development (CPD) is a comprehensive program designed to identify and assist employees who have an interest in career development and have demonstrated potential leadership ability. The program focuses on employees developing and strengthening their professional qualifications and leadership abilities. It provides opportunities for university training, developmental assignments, training with industry assignments and selected short and long term development courses. Personnel interested in CPD opportunities can visit the Army's Civilian Training Education and Development System (ACTEDS) website at:

<http://cpol.army.mil/library/train/catalog/ch03cp10.html>

Instructions for completing the CPD Application Package are available at the website.

2. My goal is to promote and develop a robust leadership program within the Southwest Area, Civilian Human Resources family. Leadership development is an important investment in our future. In addition to the shorter term leadership courses such as Civilian Education System Foundation, Civilian Education System Basic, and Civilian Education System Intermediate, I would like to see all supervisors, team leaders and high potential specialists and generalists be given the opportunity to attend the Civilian Education System Advanced course.

3. Procedural requirements for participation in the program are described below:

a. The immediate supervisor is responsible for:

(1) Discussing with employees the relationship of course content to current/future duties, the organizational mission, and anticipated benefits.

(2) Ensuring that the CPD sponsored courses are mission related and on the Individual Development Plan (IDP).

(3) Reviewing completed application package for accuracy.

(4) Signing Section D, Block 32c and 34d (DD Form 1556) as the supervisor and submitting the form to SW Area Human Resource Development Division (HRDD).

(5) Ensuring that employees who are participating in university training enroll in at least one course per semester, and no more than five during a twelve month period.

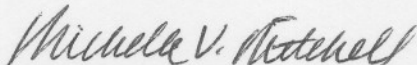
b. Human Resource Development Division will:

(1) Review, recommend action and forward the completed application package to the SW Area Manager for approval.

(2) Notify the applicant of program acceptance when approved by Assistant G-1 for Civilian Personnel is received.

(3) Ensure that a Continued Service Agreement is signed by the employee.

4. Point of contact is Hans Hart, at telephone (785) 239-2740, (DSN: 856); or email Hans.Hart@us.army.mil.


Michelle V. Mitchell
CHR Southwest Area Manager

DISTRIBUTION:
All SW Area CPACs
SWCPOC Operations Manager
Area Staff